

	<div>Montana Operations Manual</div> <div><i>Procedure</i></div>	Policy Number	1120.X02.S01.P01
		Effective Date	August 16, 2011
		Last Revised	August 16, 2011
Issuing Authority	State of Montana Chief Information Officer		
State Strategic Plan for Information Technology			

I. Purpose

The Information Technology Planning Procedure (Procedure) defines the steps that the State Chief Information Officer (CIO) shall follow to develop, distribute, and enforce a State Strategic Plan for Information Technology (State Information Technology Plan) under Sections 2-17-521 and 2-17-522, MCA.

II. Scope

This Procedure applies to the Department of Administration (Department) / CIO as required under 2-17-521 and 2-17-522, MCA.

III. Requirements

- A. (January – March of each odd-numbered year) – The CIO shall gather information from various sources, such as but not limited to:
 1. Bureaus within DOA/State Information Technology Services Division (SITSD): Security, Operations, Project Management Office, Policy, Customer Relations Quality Management, and others.
 2. The National Association of State Chief Information Officers;
 3. State agencies; and
 4. Other sources as determined by the CIO.
- B. (April – June of each odd-numbered year) – The CIO shall solicit recommendations for statewide strategic level goals and objectives, grouped by Communities of Interest and based on business requirements from various State organizations: the Information Technology Managers Council (ITMC); the Montana Association of Counties; the Electronic Government Advisory Council; the Montana Land Information Advisory Council; and other sources as determined by the CIO.

- C. (August of each odd-numbered year) – The CIO shall draft goals and objectives based on input and recommendations collected during the information gathering process and present to the Information Technology Board (ITB) for comment.
- D. (September – October of each odd-numbered year) – The CIO shall produce a draft of the State Information Technology Plan and present it to the ITB for its review.
- E. (October – November of each odd-numbered year) – The CIO shall solicit comments and advice from the ITB regarding the draft State Information Technology Plan.
- F. (December of each odd-numbered year) –The CIO shall produce a final draft State Information Technology Plan and provide copies to the ITB and Agencies.
- G. (March 1 of each even-numbered year) – The CIO shall send the final draft State Information Technology Plan to the Governor and the Legislature.
- H. (April 1 of each even-numbered year) – The CIO shall publish the State Information Technology Plan.
 - 1. The State Strategic Plan for Information Technology is published at the DOA/SITSD website: <http://itsd.mt.gov/stratplan/default.mcpix>
 - 2. The State Information Technology Plan is sent electronically to the Legislature and is made available for Legislators' viewing.
 - 3. The State Information Technology Plan is sent electronically to the Montana State Library.

IV. Definitions

Communities of Interest Common and/or related business objectives. Communities of Interest include the following broad categories: Government Services, Public Safety, Human Resources, Environmental Issues, Education, Economic Development, Cultural Affairs, and Finance. Reference [Montana Strategic Plan for Information Technology 2010](#).

Information Technology Hardware, software, and associated services and infrastructure used to store or transmit information in any form, including voice, video, and electronic data. Reference [2-17-506\(7\), MCA](#).

State Strategic Plan for Information Technology (State Information Technology Plan) A report that establishes the statewide mission, goals and objectives for the use of information technology, and establishes the strategic

direction for how state Agencies will develop and use information technology resources to provide state government services.

VI. Enforcement

The CIO is responsible for the Procedure's implementation and enforcement. The CIO shall monitor Department compliance and make enforcement recommendations to the appropriate level of management given the particular circumstances.

VII. Changes and Exceptions

The [Statewide Procedure: Developing Statewide Information Systems Procedures and Guidelines](#) shall govern procedure changes or exceptions. Submit requests for a review or change to this instrument by an Action Request form. Submit requests for exceptions by an Exception Request form. Changes to procedures shall be prioritized and acted upon based on impact and need.

VIII. Closing

Direct questions or comments about this Procedure to the State of Montana Chief Information Officer at SITSD Service Desk (at <http://servicedesk.mt.gov/ess.do>), or:

PO Box 200113
Helena, MT 59620-0113
(406) 444-2700
FAX: (406) 444-2701

IX. References

A. Legislation

1. [2-17-505, MCA](#), Policy
2. [2-17-512, MCA](#), Powers and duties of department
3. [2-17-514, MCA](#), Department – enforcement responsibilities
4. [2-17-521, MCA](#), State strategic information technology plan – biennial report
5. [2-17-522, MCA](#), State strategic information technology plan – distribution

B. Policies, Directives, Regulations, Rules, Standards, Procedures, Memoranda

1. Statewide Policy: Establishing and Implementing Statewide Information Technology Policies and Standards
2. Statewide Procedure: Establishing and Implementing Statewide Information Technology Policies and Standards
3. Statewide Information Technology Planning (Policy)
4. Statewide Information Technology Planning (Standard)

X. Administrative Use

Scheduled Review Date: January 1, 2012

Changes: NA